



Iron Gate Access Distribution — Email Order Form Email orders to: Paul McEachern —
Paul_mceachern@yahoo.ca

ORDER DATE: _____ ORDER #: _____

Customer Information Company name (legal): _____

_____ DBA / Trade name:

_____ Billing address:

_____ City: _____ State: _____

ZIP: _____ Shipping address (if different): _____ City:

_____ State: _____ ZIP: _____ Main contact name / title:

_____ Phone: _____ Email:

_____ Purchase order required? (Yes / No) _____ PO #:

Order Details (add/remove rows as needed)

Qty	Part / SKU	Description	Unit Price	Line Total
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Subtotal:

Shipping & Handling:

Sales Tax:

Total Amount Due:

Payment Terms & Notes

•Payment options: COD or Net 30.

•Maximum first 5 orders will be COD. After 5 orders, Net 30 applies if credit approved.

•For COD payments: have payment available at delivery (E-Transfers or company check accepted unless arranged otherwise).

•For Net 30 accounts: invoices due within 30 days of invoice date. Late payments subject to late fee of 18 % per month.

•Preferred payment method for Net 30 E-Transfer

•If ACH, provide bank details on separate secure form.

Shipping & Delivery Instructions Preferred carrier:

_____ Delivery hours / restrictions:

_____ Special handling / signature required?

Required Attachments (if applicable)

•W-9 (required for Net 30 accounts) Attached

•Resale certificate (if tax exempt) Attached

•Purchase Order (if PO required) Attached

Authorization By signing below you confirm the order details and accept Iron Gate Access Distribution's terms. Authorized name (print): _____ Title:

_____ Signature: _____ Date: _____

Internal Use Only Account number: _____ Sales rep: _____ Credit approved?
(Y/N): ____ If Net 30, Credit limit: \$_____ Approval date: _____ Notes: _____

Email Instructions

•Complete this form and attach required documents (W-9, PO, resale cert).

•Email completed form and attachments to: Paul_mceachern@yahoo.ca

•Use subject line: "Order — [Company Name] — [Order Date]".

•Expect order confirmation by return email within 1 business day